

APPENDIX F

ADDITIONAL INFORMATION ON ORAL PRESENTATIONS

APPENDIX F

The following is sample RFP language on oral presentations from an Air Force procurement which was accomplished in 40 days:

"4. The Central Theater Processing Program (CTPP) source selection will not be conducted in strict accordance with AFFARS Appendix BB and FAR 15.611 due to the following streamlining solicitation concepts:

- The RFP provides a State of Objectives (SOO).
- Contract work is baselined with a top level Work Breakdown Structure (WBS) and Dictionary.
- Available funding is the contract price (\$83.9M).
- Offerors bid labor rates, labor mix, indirect costs, and hours they can provide to do the work with available funding.
- The source selection criteria contains two areas, "Soundness of Capability" and "Cost of Resources" (Performance Risk is to be assessed for both areas).
- No technical proposal will be solicited; instead, offerors will make an oral presentation, to be followed by a question and answer (Q&A) session, so that the Source Selection Evaluation Team (SSET) and Source Selection Authority (SSA) can assess their knowledge and understanding of the program and the Government's program objectives, and assess their technical and management capability.
- Contractors will be allowed two days to update cost information after oral presentations and the Q&A session.
- As the oral presentation and Q&A session constitute discussions, the submission of an updated cost volume will constitute a limited BAFO [best and final offer] and will be submitted as a result of the oral presentation schedule, on a staggered basis.
- As part of this update, the Government will not entertain any other revisions to the offer or to other proposal information other than those specifically requested by the Government.
- If the Government determines that any further discussions and BAFOs will be necessary, the Government will not permit any revisions to the oral presentation or to the answers given by the offeror's team during the Q&A session.
- Past and current performance and experience will be used to develop Performance Risk.
- Contract award will be made to the offeror whose initial proposal, oral presentation, and updated cost volume conforms to the solicitation requirements, and who, based on the SAA's integrated assessment, provides the "Best Overall Value" with regards to capability and cost.
- After award, the Systems Program Office (SPO), the SPO's customers, and the contractor will develop detailed work packages and schedule as full partners in a team effort and will formalize

the results of this effort with a Contractor Work Breakdown Structure (CWBS), Integrated Management Plan (IMP), and Integrated Master Schedule (IMS).

5. There are several items we wish to bring to your attention. First, as indicated in Section L, Volume III is requested two weeks in advance of the RFP due date. This includes three items:

- The basic volume, Performance and Experience with Experience Narratives;
- Annex A, SCI Performance and Experience with Experience Narratives; and
- Annex B, Résumés.

Volume III and its annexes are to be delivered or mailed to the Contracting Officer, Ms. Linda Barnard, Space and Missile Systems Center/PKZA, 185 Discoverer Blvd., Suite 2512, Los Angeles AFB, CA 90245-4695. Second, the final version of the RFP differs greatly from some of the build versions which we have previously provided through the electronic bulletin board and in the bidders' library, however, the latest version was close to the final version. The extensive changes resulted from internal staffing and streamlining procedures. Third, we remind bidders that the Government contemplates awarding a cost-plus-fixed-fee contract with a five year period of performance. Finally, as noted below, we are most interested in your feedback on the streamlined acquisition procedures we are using.

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6. Recommendation:

- Have questions and answers after oral presentations to provide a comfort zone for the evaluators. Move right into items for negotiations (IFNs), as appropriate.
- Use pop quizzes at the end of presentations to determine the depth and understanding of the contractors' technical team.
- Use appropriate material from the winning proposal after award to take advantage of the tremendous industry investment in quality thought and problem solving. Use non-proprietary material from losing teams, if it benefits the Government."

Quoted from Nash & Cibinic Report, Vol. 9, No. 12, Dec. 1995, pp. 186-187.

SAMPLE RFP LANGUAGE ON ORAL PRESENTATIONS

1. The management team of every offeror that the Government determines to be minimally qualified must make an oral presentation. Immediately thereafter, the offeror's team must submit to an interview conducted by Government representatives. The sole purpose of the oral presentation and the interview is to permit the Government to test and evaluate the management team's relative knowledge and competence with regard to the Government's requirements and program objectives and the relevant technology, program challenges and risks, and cost impactful issues.
2. An offeror's oral presentation and interview answers are not a part of its formal contract offer, may not include changes to its formal contract offer and will not become a part of any resulting contract. Neither the presentation nor the interview will constitute discussions within the meaning of FAR 15.601 and 15.610, and neither will obligate the Government to entertain revisions to the formal contract offer or to solicit best and final offers. The Government intends to award without discussions. Nevertheless, even if the Government determines that discussions and best and final offers will be necessary, the Government will not conduct discussions during the oral presentation or the interview and will not entertain revisions to the formal contract offer during the answers given by the offeror's management team during the interview.
3. The Government will not evaluate the oral presentation separately. However, the information presented will supplement capability information contained in the offeror's written proposal and will be used in the evaluation of Factors A through E. The topics to be addressed in the oral presentation shall cover all aspects of the offeror's capability and understanding of the scope of work, including cost-impactive issues, its planned method of performance and management and execution plan, and also address the Sample Tasks described in SECTION L. The presentations shall fully address work to be performed in CONUS and site offices, division of work between those offices, and critical performance resources. The offeror shall describe how it will develop and implement solutions to anticipated tasks and anticipate challenges and problems. The audience will consist of the members of the CETAC Source Selection organization. For purposes of the oral presentation, the offeror is limited to five offeror representatives and a duration of three hours including Government interview. Offerors shall make the presentation in viewgraph format with handout materials as appropriate. Repetitive, costly or elaborate presentations are strongly discouraged. If any special equipment is required, the offeror is requested to make special arrangements with the contract specialist for installation and set-up of the equipment in advance of the presentation.
4. A specific schedule for the presentations will be developed after proposals are received and opened. The offerors shall be prepared to give their presentation approximately 15 days after receipt of proposals.